



City of Tigard Meeting Room Use Policies and Rental Procedures

Conference rooms in the Tigard City Hall (13125 SW Hall Blvd.) and the Water Building (8777 SW Burnham St.) are available for reservation Monday through Sunday, 8:00 a.m. to 10:00 p.m.

The minimum reservation period is two hours. Include time in your reservation request for both set-up and clean-up.

If you have any questions, please contact the Room Reservation Coordinator at 503-639-4171.

Making a Reservation:

- All reservations require submission of a *City of Tigard Room Use Application*. The person signing the application must be present at the function and will be responsible for ensuring the room use policies and procedures are followed.
- Applicants must be 21 years of age or older.
- Reservation requests will be tentatively held for ten (10) business days from the date of the room use request. If the application and rental fee have not been received during the ten (10) day tentative reservation period, the tentative reservation will be removed and the room made available to others.
- The reservation application and rental fee must be received a minimum of ten (10) business days prior to the rental date. When required, the \$100.00 refundable security deposit is also due ten (10) business days in advance of the rental date.
- Upon approval of the *Room Use Application* a letter confirming the use will be mailed to the applicant. The applicant may be asked to show the confirmation letter when picking up the key.

Room Rental Fees:

The rental rates shown are hourly rates. Fees charged will be based on ½ hour increments. The minimum reservation period is two hours. Include time in your reservation request for both set-up and clean-up. Please see the "Group Classifications" below to determine which fee category is applicable.

Area	Capacity	Group 1	Group 2	Group 3
Town Hall Room	90	\$10.00	\$15.00	\$20.00
Red Rock Creek Conference Room	20	\$5.00	\$10.00	\$15.00
Richard M. Brown Auditorium	150	\$12.00	\$17.00	\$22.00

Group Classifications

City business has priority room use. For the purpose of scheduling all other events and determining fees, groups will be classified as shown below:

Group 1: *Tigard Residents and Non-profit Organizations*

For purposes of determining group classification, a resident is defined as:

- An individual who resides or owns property within the city limits of Tigard;
- A business whose office is located within the city limits of Tigard and the business has paid their current business tax. Individuals who are employees of a business located within the city limits of Tigard, but do not reside or own property within the city limits, are not considered Tigard residents.
- Resident status is extended to those served by the Tigard Water Department for the purposes of reserving the Richard M. (Dick) Brown Auditorium.

Group 2: *Profit Events by Tigard Residents*

A profit event is defined as one that promotes a for-profit business. A profit event may include an event in which an entrance fee is charged; or where merchandise is offered for sale; or where future business will be solicited by a speaker or through literature available at the meeting.

Group 3: *General Public*

Individuals and profit organizations located outside of the city limits of Tigard.

The City's goal is to allow as many different groups as possible an opportunity to use the facilities. One time room use may be reserved up to six months in advance of a function. Recurring room use may be reserved up to one month in advance.

Security Deposit:

A refundable security deposit of \$100.00 is required for parties, receptions and potlucks. The deposit is not required when light refreshments will be served at a meeting. The deposit is due a minimum of ten (10) business days in advance of the rental date. Refund of the security deposit is based on whether ALL policies and procedures have been followed.

The Administrative Services Manager will determine the amount of the security deposit to be refunded based on the applicant's checklist and input from the City's maintenance department. If any of the deposit is kept by the City, a listing of how the deposit was applied will be provided to the room user. Deposits will be refunded within three weeks of the event or within three weeks of cleaning or repairs being completed.

General Information/Security Deposit Refund:

All conditions must be followed for continuation of room use privileges and/or security deposit refund:

1. **Activities must not be disruptive to others present in the building.** Tables and chairs are provided in each room. Please note that City staff cannot provide supplies or office support. Office equipment, including telephones, copy machines, typewriters, coffee makers, and supplies, are not available to room users. No audio or visual equipment is provided.
2. The room is left undamaged. The room, including carpet or linoleum, is left clean and the furniture is in the original configuration.
3. *The City is unable to furnish cleaning supplies, mops, brooms or vacuum cleaners; therefore, you will need to bring your own. Trash that does not fit in the cans provided will need to be taken with you.*
4. The room key must be picked up at the Police Records window. Police Staff can release the key no more than 15 minutes prior to the reservation time. The room must be vacated at the scheduled time and all doors to the room and/or building are locked. The key and "Checklist for Meeting Room Users" are turned in at the Police Department no later than the reservation end time. Failure to vacate the premises and return the key to the Police Department by the event ending time indicated on the Room Use Application will result in a charge of \$25 per hour.
5. The reservation is only for the approved room. This does not include additional areas, i.e. lobby, parking lot, adjoining rooms, etc.
6. Parking is allowed only in designated parking areas. If additional parking is needed please use the parking lot located at the corner of Hall Blvd. and Burnham Street. The lot is accessible from Burnham Street
7. Functions occurring in rooms must not violate any City of Tigard ordinances or state statutes.
8. Use of open flames, candles, confetti and glitter are not allowed in City rooms.
9. Smoking is prohibited in any location inside the building.
10. Alcohol is not permitted in or on the premises of the City buildings.
11. Failure to follow these *Policies and Procedures* may result in room use privileges being suspended.

The room user may also be liable for:

1. Repair or replacement of equipment or facilities damaged due to neglect, vandalism, or misuse.
2. Replacement of locks and keys, in the event keys are not returned.
3. Additional expenses incurred by the City to clean room(s) if not left in the same condition as found.

City Liability:

All groups or individuals using City meeting rooms agree to take appropriate measures to protect, indemnify, and defend the City, its elected and appointed officials and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending any such claim. The City, its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the building.

Cancellations:

Please submit cancellations, in writing, no less than two (2) business days prior to the scheduled event. A \$10.00 service charge will be retained for each cancellation. Room rental fees will be forfeited if an event is cancelled with less than 2 days notice.

All efforts will be made to keep approved room reservations intact; however, the City retains the right to relocate or cancel a function if necessary. The Richard Brown Auditorium is used as the City's Emergency Operation Center. It may be necessary to cancel your event without notice. We will make every effort to relocate your event.

Submitting an Application:

The application, room rental fee, and security deposit may be mailed or delivered to the City of Tigard, 13125 SW Hall Blvd., Tigard, OR 97223. Payment of the rental fee and security deposit may be made by cash, check, Visa or MasterCard. Visa and MasterCard payments are accepted at the City Hall counter or in writing by submitting the City's *Credit Card Authorization* form.